

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-41

Date: December 5, 2003
Expiration Date: 6/30/04
69:170:pc:7812

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REVISED WIA ENROLLMENT/REGISTRATION FORM (EWIE)

The purpose of this Information bulletin is to transmit information regarding planned changes to the Job Training Automation System (JTA) Workforce Investment Act (WIA) Enrollment/Registration (EWIE) Form. It also provides a copy of the revised WIA EWIE form and replaces the EWIE form in Information Bulletin [WIAB03-28](#). These modifications are scheduled for release on December 29, 2003. The revision changes Activity Code 83 "Planned Break in Services," and adds a new Activity Code 86 "Planned Break in Services: Health/Medical." These changes are being made to provide more accurate reporting of Younger Youth Skill Attainment goals and to allow for better management of soft-exits.

Activity Code 83 "Planned Break in Services" has been revised to now read "Planned Break in Services: Delay in Training." Also, there has been the addition of a new activity code: Activity Code 86 "Planned Break in Services: Health/Medical." These activity codes should be used to identify participants who have a planned gap in services of greater than 90-days so they will not be considered as requiring a soft-exit.

This change is critical to tracking Younger Youth goals. For Younger Youth, Activity Code 83 "Planned Break in Services: Delay in Training" **must** be tied to a goal code in field 18 on the EWIE. Use of Activity Code 83 will "stop the clock" on the one-year time limit to achieve the specific goal identified in box 18. While no progress is being made on the goal associated with the delay in training, all other goals the client may have open will remain active. If Activity Code 86 "Planned Break in Services: Health/Medical" is used, all goals the client has open will be suspended until the client returns to the program.

The script associated with this change will be made available before the December 29th release in order to allow time to implement this change before the programming change occurs. The JTA Help Desk will provide a Structured Query Language (SQL) statement, which will list all younger youth who have an Activity Code 83 that is not attached to a goal. Subgrantees must enter a goal code in box 18 on the EWIE for all such clients. As well, the SQL statement will allow subgrantees to change any client with a planned break in service due to a health or medical reason to the new Activity Code 86 "Planned Break in Services: Health/Medical" if it is appropriate to do so.

For additional information, please refer to Training and Employment Guidance Letter 7-99, dated March 3, 2000, or the WIA Client Forms Handbook attached to Information Bulletin [WIAB01-21](#). If you have any questions or concerns regarding this change, please contact Damien Ladd in the Performance Management Unit at (916) 654-5181 prior to December 15, 2003. Questions concerning the JTA system should be addressed to the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment



WORKFORCE INVESTMENT ACT ENROLLMENT/REGISTRATION

Subgrantee Name
01 Social Security Number
02 Case Number
Application Number

Last Name				First Name / Middle Initial			
03 Grant Code	04 Agency Code	05 Labor Force Status 1 Employed 2 Not employed	06 Enrollment Date	07 Date ITA Established	08 Total Amount of ITA		

Activity 1	09 Activity Code	10 Agency Code	11 State Provider ID	12 Program Code	13 Job Code / Job Description	14 Begin Date	15 Est / End Date	16 ITA Amount Used	17 Completion Code	18 Goal Code
Activity 2	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code
Activity 3	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code

Enrolling Staff Signature	19 Enrolling Staff ID	Date
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Activity Codes

Core

- 10 Follow-up Services, Counseling
- 11 Staff Assisted Job Development
- 12 Staff Assisted Job Referrals
- 13 Staff Assisted Job Search, Placement
- 14 Staff Assisted Workshops / Job Clubs
- 15 Other Core Services
- 16 Non-WIA Funded Core Services
- 17 Co-enrolled Core Services

Intensive

- 30 Case Mgt for Participants
- 31 Comprehensive Assessments
- 32 Development of Individual Employment Plan
- 33 Group Counseling
- 34 Work / Entry Employment Experience
- 35 Individual Counseling and Career Planning
- 36 Out-of-Area Job Search
- 37 Relocation Expenses
- 38 Short Term Pre-vocational Services
- 39 Internships
- 40 Other Intensive Services
- 41 Non-WIA Funded Intensive Services
- 42 Co-enrolled Intensive Services

Training

- 50 Adult Education
- 51 Customized Training
- 52 Entrepreneurial Training
- 53 Job Readiness Training
- 54 Occupational Skills Training
- 55 On-The-Job Training
- 56 Private Sector Training
- 57 Skill Upgrading and Retraining
- 58 Workplace Training and Coop Ed
- 59 Other Training Services
- 60 Non-WIA Funded Training Services
- 61 Co-enrolled Training Services

Youth

- 70 Summer-related
- 71 Educational Achievement Services
- 72 Employment Services
- 73 Citizen and Leadership Services
- 74 Other Youth Services
- 75 Non-WIA Funded Youth Services
- 76 Co-enrolled Youth Services

Miscellaneous

- 80 Other JTPA
- 81 Supportive Services
- 82 Needs-related Payments
- 83 Planned Break In Services: Delay in Training
- 84 Non-WIA Funded Miscellaneous
- 85 Co-enrolled Miscellaneous Services
- 86 Planned Break in Services: Health / Medical

90 : 99 Optional Local Use

Goal Codes (Youth Only)

Basic Skills

- 001 Reading Comprehension
- 002 Math Computation
- 003 Writing
- 004 Speaking
- 005 Listening
- 006 Problem Solving, Reasoning, Decision Making
- 013 ESL / VESL
- 015 Life Skills

Occupational Skills

- 007 Perform Actual Tasks
- 008 Familiarity with Procedures, Tools
- 016 Technology
- 019 Information Skills

Work Readiness Skills

- 009 World of Work Awareness
- 010 Labor Market Knowledge
- 011 Career Planning
- 012 Job Search Techniques
- 014 Leadership
- 017 Allocates Resources
- 018 Team Work
- 020 Interpersonal Skills

Completion Codes

- 1 Completed
- 2 Not Completed, Involuntary
- 3 Not Completed, Voluntary
- 9 Completed during JTPA